

VACANCY VAKATURE



EXTERNAL CIRCULATION

DIRECTORATE: Corporate Services
POST DESIGNATION: Senior Committee Officer - George
(Permanent)
WC044CSCM0974 - 1002
WC044CSCM5884 - 5884
REFERENCE: 3008940

Salary: R335328-R435288 (T11)
Additional Service Benefits: Medical Aid, Pension, Housing Allowance (subject to prescribed requirements), 13th Cheque and Group Life Insurance

MINIMUM REQUIREMENTS:

- A relevant post matric qualification, preferably an Administration or Secretarial Diploma or Equivalent
- 3-5 Years relevant Committee Experience.
- Computer Literacy (Ms Office) .

COMPETENCIES:

- Use of Technology.
- Written Communication.
- Planning and Organising.
- People Management.
- Task Management.
- Service Delivery orientation.
- Interpersonal relationships.
- Customer orientation and customer focus.
- Action Orientation.
- Resilience.
- Change Readiness.
- Learning Orientation.
- Problem Solving.
- Accountability and Ethical Conduct.
- Impact and influence.
- Team Orientation.
- Coaching and mentoring.

KEY PERFORMANCE AREAS:

- To ensure that all the required procedures and processes are followed with the organizing of various Committee and Council meetings including the following of all required administrative and secretarial procedures.
- Ensure that the time frames in terms of the KPI's are met.
- To ensure the efficient and successful conduct of all virtual meetings of Council and its Committees.
- To ensure the efficient functioning of the Section by adhering to prescribed administrative procedures in providing signed agendas and minutes to the Registry Office for safekeeping.
- To ensure implementation of decisions and service delivery regarding Council's policy of quick and efficient communication with external people, bodies and institutions in communicating decisions.

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- To ensure the availability of all statistics pertaining to items that served and working statistics of the various Committees.
- To ensure the orderly and officially approved erection of banners.
- To ensure that all posters and flags are erected after obtaining the necessary approval.
- To provide and maintain various issues related to the Committees as well as Councillor related administrative issues.
- Effective communication with all role players to ensure efficient execution of operational activities within Committee Services Section.
- To ensure that all sections of responsibility is adequately adhered to.

SPECIAL CONDITIONS ATTACHED TO THE POST:

- Excellent writing and communication skills in at least two of the three official languages.
- Ability to work independently.
- Ability to work effectively under pressure.
- Planning and organizing skills.
- Good interpersonal skills.
- Ability to work with confidential information.
- Willingness to work overtime.
- Strong administrative skills.
- Attention to details.
- Diplomacy and tact.

PROBATION PERIOD: 6 months

ENQUIRIES: Rosemary Bredenkamp (044 801 9107)

INSTRUCTIONS TO APPLICANTS

Applications must be submitted **electronically** on the e-recruitment site, which can be found on the George Municipality website, www.george.gov.za, under the Job Portal. Applicants must register and apply online on the portal on or before **[2024-02-23]** at 16:30pm.

Applicants must attach a comprehensive CV, certified copies (not older than 6 months) of relevant qualifications, identity document and driver's license as part of the online application.

Only online applications will be accepted.

Disqualification:

Please note that the following will lead to disqualification:

Non-submission of required documents or submission of fraudulent documents.

Canvassing of Councillors and/or officials.

Non-adherence to the instructions on the advertisement.

NB: Please note, where necessary, shortlisted candidates will be subjected to a screening and vetting process. By applying for this position, candidates agree to background checks being performed which will include reference and other relevant checks.

The Municipality reserves the right not to make an appointment.

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Should you not hear from us within 3 months of the closing date, kindly regard your application as being unsuccessful. George Municipality is an equal opportunity employer which subscribes to the principle of affirmative action and Employment Equity. Preference will be given to applicants from the designated/under-represented groups.

The appointment will be subject to the need for signing of an employment contract and, where applicable, a performance agreement and disclosure of benefits and interest.

CLOSING DATE: [2024-02-23] AT 16:30PM